

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: July 17, 2002

PAYROLL LETTER # 02-020

TO: All Agencies and Campuses in the Uniform State Payroll System

FROM: RALPH ZENTNER, Acting Chief
Personnel/Payroll Services Division

RE: **STATEMENT OF EARNINGS/DIRECT DEPOSIT ADVICE**

This is to inform you of a change in printing certain information on the employee's Statement of Earnings/Direct Deposit Advice.

In an effort to minimize exposure of confidential information, the State Controller's Office is modifying the printing of the Statement of Earnings/Direct Deposit Advice. Specifically, effective with payrolls issue dated July 19, 2002, the social security number will no longer be printed in its entirety. Instead, only the last four digits will be printed. In addition, the literal "SOC SEC NO" will no longer be printed. Also, on the Direct Deposit Advice, the bank account will no longer be printed. Likewise, the literal "BANK ACCT" will be eliminated.

PLEASE NOTE: WHEN RETURNING A WARRANT FOR REDEPOSIT, PLEASE WRITE THE EMPLOYEE'S SOCIAL SECURITY NUMBER ON THE STATEMENT of EARNINGS/DIRECT DEPOSIT ADVICE. Your attention to this request is greatly appreciated. This will insure that the payment is redeposited timely.

The above modifications to these printed statements will reduce the potential risk of confidential information being improperly disclosed.

If you have any questions regarding this letter, agencies should contact the Payroll Liaison Unit at (916) 323-3081. Campuses should contact the CSU Payroll Liaison Unit at (916) 322-7980.

RZ:md